

# BYLAWS

## Human Rights Commission (HRC)

### Article I: Purpose, Mission, and Prescribed Duties

The Commission shall be an advisory commission to the City Council.

#### A. Mission, Vision, Values

The Commission's mission is to help promote and nourish a safe, respectful, and welcoming community. The Commission adheres to the values and vision as set forth by the City.

#### B. Goals

- Advise the City Council on human rights issues by serving the Council as an advisory board.
- Help build community by creating opportunities for dialogue on human rights issues.
- Sponsor and promote human rights educational opportunities and direct persons to resources on human rights.

### Article II: Membership, Appointments, Terms, and Officers

#### A. Membership

The Commission shall consist of seven regular members, and two youth voting members. Regular members shall be qualified voters and residents of the City, one of whom shall be an attorney. Youth members shall live or attend school within Golden Valley and enrolled in school grades 9 through 12. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements.

#### B. Appointments and Terms

Appointments are made effective May 1 of each year. The Council shall appoint regular members of the Commission for three-year staggering terms. Youth members shall be appointed for a one-year term. The terms of Commission members shall be fixed and determined at the time of appointment by the governing ordinance. The City Council shall appoint the members of the Commission and to fill vacancies for unexpired terms.

#### C. Officers

The Commission shall elect officers of Chair and Vice-Chair from the Commission membership by its voting members at its regular annual meeting, (no later than the second meeting after May 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice-Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. Officers may also delegate the duties of their position to other Commissioners as deemed appropriate by the Commission.

Chair responsibilities include:

- work with staff liaison to develop meeting agendas
- conduct and preside at all meetings in a productive and time-efficient manner

- ensure the Commission conducts its activities within the stated mission and bylaws of the Commission
- appoint Commissioners to subcommittees
- monitor and ensure the progress of the Commission
- report to the City Council

Vice-Chair responsibilities:

- perform the duties of the Chair in the absence or incapacity of the Chair
- perform all other duties as prescribed by the Commission

### **Article III: Meetings and Attendance**

#### **A. Meetings**

All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting which has been posted and is open to the public.

The presence of a majority of all regular members currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion, however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. Commission meetings may be cancelled by the staff liaison if there are no items on the agenda for discussion.

The proceedings of meeting should be conducted using standard parliamentary procedure.

##### **i. Regular Meeting**

The regular meeting of the Commission shall be held on the fourth Tuesday of the month at City Hall at 6:30 pm. The Commission may, by a majority vote, change its regular meeting dates for any reason provided proper public notice of the changed meeting is provided.

##### **ii. Annual Meeting**

The Annual Meeting of the commission shall be a regular meeting, typically the first meeting after May 1 of each year, at which time elections will be held.

##### **iii. Special Meetings**

A special meeting of the Commission may be called by the Chair or two commissioners, or by the City Council, for the purpose of transacting any business designated in the meeting notice.

The notice for a special meeting shall be posted in compliance with the Minnesota State Statutes governing public meetings. The staff liaison shall notify Commissioners at least three days prior to the meeting of the date, time, place and purpose of the special meeting. A special meeting must also be posted in accordance with the requirements of the Minnesota Open Meeting Law.

**B. Attendance**

Absences in one year should not exceed three consecutive meetings or more than 25 percent of the total meetings for the year. If a member is unable to attend a meeting, that member should contact the staff liaison, who will inform the chair if a quorum cannot be attained and the meeting will be cancelled.

A standardized letter of warning will be sent from the City Manager's office to any member after two consecutive or two total absences for groups meeting once a month. For those meeting twice a month the letter would be sent from the chair after two consecutive or five total absences. If a member exceeds the allowable number of absences the City Manager's office will send a standardized letter stating the member must step down because of the importance of regular attendance and the number of citizens interested in serving. If the City Manager's office feels there are extenuating circumstances in a case of a member who has not met the attendance requirements, an exception can be made.

**Article IV: Rules****A. Agenda**

The agenda for regular and special meetings of the Commission shall be prepared by the staff liaison. Items to be placed on the agenda may be proposed by the Chair, a Commission member, the staff liaison or at the request of the City Council. Residents, businesses, or other interested parties may contact the staff liaison to request that an item be placed on the agenda for consideration. All agenda topics presented by the City Council will be placed on an appropriate agenda; requests from other parties will be placed on an appropriate future agenda at the discretion of the staff liaison.

The agenda shall be approved at each meeting prior to discussion of any item on the agenda. At the time of agenda approval, items may be removed and the order of business may be modified by a majority vote of members present at the meeting. No items shall be added to the agenda unless deemed as urgent by the staff liaison. Prior to adjournment, members present may communicate items recommended for inclusion on future agendas.

**B. Recordkeeping**

All minutes and resolutions shall be in writing and shall be kept in accordance with City procedures, Minnesota Statute and Rules regarding preservation of public records and the Minnesota Data Privacy Act.

**C. Work Plan**

The Commission will draft an annual work plan that details activities and projected timelines for the upcoming year.

- The Chair may appoint Commissioners to be primarily responsible for each work plan activity.
- The Commission may establish subcommittees to oversee work plan activities. The subcommittees will be chaired by Commissioners appointed by the Chair
- The Commission's work plan will be submitted to the City Council, typically during the first quarter of the calendar year. The Chair and/or Commissioners will attend a Council/Manager meeting to discuss the annual work plan with the City Council.
- The Commission's work plan must be agreed upon by the City Council.

**D. Annual Report**

The Commission shall submit an annual report to the City Council summarizing the past year's activities. The report may highlight information the Commission feels appropriate to convey to the City Council.

- The Chair or Vice-Chair will prepare the report for approval by the Commission. Commission members may submit signed addenda presenting alternative conclusions or perspectives.
- The report and addenda are submitted to Council with the current year work plan in the first quarter of the calendar year or as soon thereafter as possible.

**E. Subcommittees**

The Commission may create subcommittees to plan and direct activities related to topics of interest to the Commission and to oversee work plan activities.

- Subcommittees will be chaired by Commissioners appointed by the Chair and shall not consist of a majority or more of currently appointed Commission members.
- A majority of the subcommittee must be present to conduct business, including the subcommittee chair.
- The Commission may consolidate or dissolve subcommittees at any time.
- The subcommittee chair may appoint other Commissioners and representatives from the broader community to the subcommittee, provided that the subcommittee at no time consists of a majority or more of currently appointed Commission members.
- The subcommittee chair shall report back to the Commission about its activities as an agenda item at regular Commission meetings.
- Subcommittee meetings shall be held at a date and time that does not conflict with the Commission's regular and special meetings. The staff liaison shall be notified of the date, time, location and topic of all Subcommittee meetings.

**F. Performance of Duties**

Commissioners are expected to adequately prepare for meetings. Commissioners unable to complete an assigned task should notify the commission chair or subcommittee chair as soon as possible. The Commission staff liaison may ask the City Council to review a Commissioner's appointment based upon its assessment of significant lack of performance.

**Article V: Amendments and Revisions**

The Commission will review these bylaws no later than the second meeting after May 1 every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, provided that notice of the proposed changes and amendments is provided to each member at least 10 business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.